

COURT DISTRICT SUPERVISOR
Supplemental Application
Announcement Number 08-020
Application Deadline: Monday, May 12, 2008

This form must be submitted with the Superior Court of California, County of San Bernardino Employment Application.

This supplemental application and the regular Court application will be the basis for a competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. A résumé will not substitute for this form.

On a separate paper, please describe in detail, but as concisely as possible, your experience and accomplishment in each of the following areas. Your responses should be one page or less for each area. Specify the employer, position held and dates when describing experience.

1. Assigning, supervising and coordinating the work of the court; supervising the preparation of the court calendar; monitoring and ensuring the effectiveness of workflow, including reduction or elimination of work backlogs.
2. Training, evaluating and assisting in the selection and discipline of employees; coaching and mentoring subordinate staff. Conducting training, both informal and formal class settings.
3. Conferring with managers, judges and/or other supervisors regarding work flow, operational problems and changes in policies and procedures.
4. Handling more complex problems or unusual situations related to improving Court operations in a district, division or section.
5. Analyzing a court section or work group (i.e. Civil Section or Traffic Section) for the purpose of recommending improvements in the efficiency or effectiveness of the section or workgroup.

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and supplemental application is true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): _____ Social Security Number: _____

Signature: _____ Date: _____